

For: Cotton State and County Offices

**APSS Modifications to Generate Automated Maturity Notification Letters and Prevent
Processing of Loan Forfeitures Before the Loan Maturity Date**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

County Offices are required to:

- notify producers that a cotton loan will mature at least 45 days before the loan maturity date
- immediately process the loan forfeiture after the maturity date in APSS if the loan is not redeemed upon maturity.

In some cases, County Offices are processing the loan forfeitures in APSS before the loan maturity date. This results in COPS error code R170, "The forfeited bale date is prior to the maturity date".

B

Purpose

This notice provides State and County Offices with information about modifications to APSS that will:

- generate automated loan maturity notification letters
 - prevent processing loan forfeitures in APSS before the loan maturity date.
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Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- telephone at 202-720-8374
 - e-mail to **julie_floriani@wdc.usda.gov**.
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Disposal Date	Distribution
December 1, 2003	Cotton State Offices; State Offices relay to applicable County Offices

2 Generating Loan Maturity Notification Letters in APSS

A

Generating Notification Letters

County Release No. 501 modified APSS to generate loan maturity notification letters for cotton loans. Letters are processed using queries that select outstanding loans by the following:

- type of loan
- maturity date

Generate loan maturity notifications letters according to the following table.

Step	Action	Result
1	On Price Support Main Menu PCA005: <ul style="list-style-type: none"> • ENTER “9”, “Perform Administrative Functions” • PRESS “Enter”. 	Menu PAA010 will be displayed.
2	On Menu PAA010: <ul style="list-style-type: none"> • ENTER “8”, “Price Support Query Menu” • PRESS “Enter”. 	Menu PQA015 will be displayed.
3	On Menu PQA015: <ul style="list-style-type: none"> • ENTER “12”, “Loan Maturity Letters” • PRESS “Enter”. 	Menu PQA01150 will be displayed.
4	On Menu PQA01150: <ul style="list-style-type: none"> • ENTER “4”, “Cotton Loan Maturity Letter” • PRESS “Enter”. 	<p>Select Query Screen will be displayed.</p> <p>The default Value for:</p> <ul style="list-style-type: none"> • Field “A.MALNDT” is “20030531” • Field “A.CRYEAR” is “2002” for crop year 2002.

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2 Generating Loan Maturity Notification Letters in APSS (Continued)

A Generating Notification Letters (Continued)

Step	Action	Results
5	<p>On Select Query Screen:</p> <ul style="list-style-type: none"> change the defaulted date “20030531” to the applicable maturity date (YYYYMMDD) PRESS “Enter”. <p>Example: For 2002 loans maturing on June 30, 2003, the user would enter “20030630”.</p>	<p>If outstanding loans:</p> <ul style="list-style-type: none"> mature on the selected maturity date, the Print Options Screen will be displayed. Go to step 6. do not mature on the selected maturity date, the message, “There are no maturity letters to print for this month”, will be displayed. Go to step 7.
6	<p>On Print Option Screen, enter the following:</p> <ul style="list-style-type: none"> number of copies printer ID. <p>Press “Enter”.</p>	<p>Notification letters for loan maturing on the selected maturity date will print.</p> <p>Menu PQA015 will be redisplayed.</p>
7	<ul style="list-style-type: none"> ENTER “0” PRESS “Enter”. 	<p>Menu PQA015 will be redisplayed.</p>

3 Recording Loan Forfeitures in APSS

A Processing Loan Forfeitures

Modifications to APSS software contained in County Release No. 503 prevents the user from processing a loan forfeiture before the loan maturity date.

County Offices shall process loan forfeitures in APSS immediately **after** the loan maturity date according to 7-CN, paragraphs 212 and 213.
